



**VENDOR CONTRACT
to Provide Meals and/or Snacks**

1. This is a contract between _____ (referred to as the organization) and the food service management company or caterer _____ (referred to as the vendor) to provide meals and/or snacks to the following centers:

Name of Center	Address of Center	Number of Breakfasts per day	Number of Lunches/Suppers per day	Number of Snacks per day

Attach additional sheets if necessary

The organization may add or delete centers to this contract, or change any center's delivery address, with 30 days written notice to the vendor.

2. This contract is in effect from ____/____/____ to ____/____/____ and may be terminated by mutual consent or by either party for reasons of cause, with at least 30 days notice.
3. The vendor will provide meals and snacks that meets or exceeds the CACFP Meal Pattern requirements described on page 3, as well as policy memos issued by NYS CACFP and USDA, the Food Buying Guide for Child Nutrition Programs and the manual "Crediting Foods in CACFP." These materials are available from the organization and CACFP for reference in food preparation and service.
4. The price per meal, based on the menu on page 4 or attached by the organization, including food, labor, paper products and delivery is:
- Breakfast \$ _____ each Snack \$ _____ each
- Lunch/Supper \$ _____ each
5. The organization is required to pay the vendor within:
- 30 days of billing 60 days of billing other _____
6. The number of meals indicated above is only an estimate and not a purchase commitment. The organization may increase or decrease the number of meals by calling the vendor (choose one):
- before _____ am/pm the preceding day 48 hours in advance
- before _____ am/pm on the day of service other: _____
- The vendor will deliver each meal either: individually packaged (unitized) _____ OR food in bulk _____
- at the following times: Breakfast _____ am Lunch/Supper _____ pm Snack _____ pm
7. When an emergency situation exists which might prevent the vendor from delivering a meal component as specified on the approved menu or the entire meal, the vendor shall notify the organization immediately so substitutions can be agreed upon or the organization can make alternative arrangements.
8. Meals provided will be tasty and appetizing and prepared in a manner that conserves the nutritive quality of foods at

all stages of food preparation, delivery and service. Preparation and delivery shall meet all state and local health and sanitation requirements.

9. The vendor has a state or local health department permit for any facility in which meals are prepared. The vendor will maintain this health certification for the duration of the Contract. The organization has the right to inspect the vendor's meal preparation facilities and delivery vehicles.
10. The organization is not required to pay for meals that:
 - a. do not meet CACFP requirements,
 - b. are spoiled or unwholesome at the time of delivery,
 - c. have not been prepared or held according to state or local health codes,
 - d. are delivered later than the specified meal times. without permission from the organization or
 - e. have been changed without agreement by the organization.
11. In the case of handicapped CACFP participants as defined in 7 CFR 15b, the vendor will work with the organization to meet the needs of special diets, at no additional cost. In the case of non-handicapped CACFP participants, the vendor will make an effort to accommodate physician's orders, to the extent practicable, at no additional cost.
12. The vendor will provide to the organization:
 - a. daily delivery invoices (see samples on page 5) which indicate the actual food items delivered and the quantity of each item:
 - For unitized meals, the invoice will include the portion size of each food item, the number of meals, the date of delivery and a signature line for center staff.
 - For food delivered in bulk, the invoice will include the number of pans or containers, the number and size of servings per pan or container and the size or weight of cans/boxes etc.
 - b. a monthly bill which includes the total number of meals delivered and the unit price per meal
 - c. monthly menus
13. The vendor will maintain full and accurate records including daily production records, recipes, CN labels for commercially prepared foods, receipts for meal costs, and billing statements which will be available to the organization and any State or Federal official at any reasonable time and place, for three years after the end of the fiscal year to which they pertain (or longer if an audit is in progress).
14. Prior to the end of the contract the Organization purchasing meals may offer to extend the Contract. If so, the Organization and vendor must sign a one year Extension of Vendor Contract, every year. The contract may be extended four times.

<p>Certification by authorized representative of the Organization purchasing meals: By signing this agreement the organization agrees to pay the vendor for all meals and snacks provided under the terms of this Contract</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Title _____</p> <p>Date ____/____/____</p>	<p>Certification by Vendor Representative: By signing this agreement the vendor agrees to provide the organization with meals and snacks that meet CACFP requirements under the terms of this agreement.</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Title _____</p> <p>Date ____/____/____</p>
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Organization – Use the sample menu on page 4 or develop and attach your own menu.

Vendor – Attach copy of health department permit, 4 week cycle menu and daily delivery invoice.

MEAL PATTERN REQUIREMENTS

Age:	1-2	3-5	6-12	Adult (for adult centers only)
BREAKFAST				
Fluid milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetable or fruit	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains/bread or cold dry cereal or cooked cereal	1/2 slice (or 1/2 serving) 1/4 cup (or 1/3 oz.) 1/4 cup	1/2 slice (or 1/2 serving) 1/3 cup (or 1/2 oz.) 1/4 cup	1 slice (or 1 serving) 3/4 cup (or 1 oz.) 1/2 cup	2 slices (or 2 servings) 1½ cup (or 2 oz.) 1 cup
SNACK Select two of the following four components Juice may not be served when milk is served as the only other component				
Fluid milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetable or fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meat or meat alternate or yogurt	1/2 oz. 2 oz. (or 1/4 cup)	1/2 oz. 2 oz. (or 1/4 cup)	1 oz. 4 oz. (or 1/2 cup)	1 oz. 4 oz. (or 1/2 cup)
Grains/bread	1/2 slice (or 1/2 serving)	1/2 slice (or 1/2 serving)	1 slice (or 1 serving)	1 slice (or 1 serving)
LUNCH/SUPPER				
Fluid milk	1/2 cup	3/4 cup	1 cup	1 cup (lunch only)
Meat or poultry or fish or cheese or meat alternate	1 oz.	1½ oz.	2 oz.	2 oz.
Vegetables and/or fruit (2 or more different foods)	1/4 cup (total)	1/2 cup (total)	3/4 cup (total)	1 cup (total)
Grains/bread	1/2 slice (or 1/2 serving)	1/2 slice (or 1/2 serving)	1 slice (or 1 serving)	2 slices (or 2 servings)

Contact CACFP at 1-800-942-3858 for infant meal requirements.

Sample Menus

Breakfast Serve all 3 required *components*

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk	1% milk	1% milk	1% milk	1% milk	1% milk
Vegetable/Fruit	banana	sliced apple	sliced cantaloupe	fresh blueberries	Mandarin oranges
Grains/Bread	Cheerios	hot oatmeal with cinnamon	100% whole wheat toast	Wheat Chex cereal	whole grain English muffin

Lunch/Supper Serve all 5 required *components*

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk	1% milk	1% milk	1% milk	1% milk	1% milk
Vegetable/Fruit	baked potato wedges	pineapple in natural juice	fruit cups in light syrup	kiwi fruit	fresh apple
Vegetable/Fruit	red pepper strips	broccoli	tossed salad	steamed kale	baked sweet potato
Grains/Bread	whole wheat buns	brown rice	egg noodles	whole wheat couscous	dinner roll
Meats	93% lean ground turkey burgers	boneless chicken (stir fried with broccoli)	oven-baked breaded fish	stewed chicken	lean baked ham

Snack Serve 2 of the 4 *components* listed

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk			1% milk		
Vegetable/Fruit	fresh peach	orange			
Grains/Bread		whole grain crackers	whole grain cereal bar	whole wheat pita	baked tortilla shells
Meats	low-fat vanilla yogurt			reduced-fat shredded cheese	bean dip

Serve whole milk to children between the ages of 1-2 years.

SAMPLE DAILY DELIVERY INVOICES

ACCEPTABLE

DELIVERY OF UNITIZED MEALS

ABC Catering

Best Practice Day Care Center
1234 Kid's Place
New York, NY 10000

March 1, 2006

74 pre-plated lunches
each containing:
1 sandwich of
 1½ oz sliced turkey on
 2 slices of whole wheat bread w/mayo
½ cup fresh carrot sticks
1 small orange
½ pint of 1% milk

DELIVERY OF BULK MEALS

ABC Catering

Best Practice Day Care Center
1234 Kid's Place
New York, NY 10000

March 1, 2006

Meals delivered: 25

1 pan lasagna	25 - 4 oz servings
1 pan green beans	25 - ½ cup servings
fruit cocktail in juice	1 #10 can
1% milk	1 gallon + 1 quart

NOT ACCEPTABLE

ABC Catering

Non-compliant Day Care Center
1234 Kids Place
Upstate, NY 10000

March 1, 2006

44 breakfast
44 snack
44 lunch